

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814

June 20, 1983

ALL-COUNTY LETTER NO. 83-57

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: REFUGEE RESETTLEMENT AND CUBAN-HAITIAN ENTRANT PROGRAMS - CASH GRANT -
CASELOAD MOVEMENT REPORTS

REFERENCE:

This letter is to transmit to counties the revised Refugee Resettlement and Cuban-Haitian Entrant Programs - Cash Grant - Caseload Movement Reports (RS and CH 237, respectively).

The revisions reflect our need for collecting the number of time-eligible persons in the cases receiving a cash grant. In order to accommodate this addition, we have deleted the Unaccompanied Minors line and renamed column 6, Part B - UM (Unaccompanied Minors). By definition, only Unaccompanied Minors should be receiving Foster Care under the RCA program.

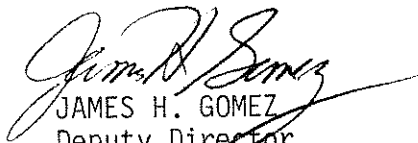
The revisions to the RS and CH 237 are as follows:

- 1) Item 8a(2) reads Time-Eligible persons in Item 8a cases. This item previously read Unaccompanied Minors in Item 8a cases.
- 2) Column 6 reflects RCA - UM (Unaccompanied Minors). This column reflected RCA - FC (Foster Care) prior to the revision.

In addition, the form will show the changes previously described in ACL 82-37 regarding the 18-month limitation on RCA cases.

The attached instructions have incorporated these changes. Implementation of the revised RS and CH 237 is effective July 1, 1983, with the first report due August 20, 1983.

If you have any questions regarding these revisions, please contact Kathy Farmer, Statistical Services Branch, at (916) 322-5462.


JAMES H. GOMEZ
Deputy Director
Administration

Atch.

cc: CWDA

GEN 654 (9/79)

REFUGEE RESETTLEMENT PROGRAM — Cash Grant

CASELOAD MOVEMENT REPORT

Send a copy to:

Department of Social Services
Statistical Services Branch
744 P Street, M.S. 12-81
Sacramento, CA 95814

COUNTY	FOR MONTH ENDING			(MONTH)	DAY	YEAR
PART A. APPLICATIONS FOR AID AND REQUESTS FOR RESTORATION						
		AFDC		RCA		
		FG/U (1)	FC (2)	(3)		
1. Pending from last month (Item 5 from last month or explain)						
2. Received during the month (Sum of a & b below)						
a. Applications						
b. Requests for restoration						
3. Total during the month (Sum of 1 & 2)						
4. Disposed of during the month (Sum of a, b, & c, below)						
a. Approved (Same as sum of 7a & 7b)						
b. Denied						
c. Other dispositions (Cancellations & withdrawals)						
5. Investigation proceeding at end of the month (3 minus 4)						
PART B. CASELOAD						
		AFDC		RCA		
		FG (1)	U (2)	FC (3)	Family (4)	One-person (5)
						UM (6)
6. Cases brought forward from last month (Item 10 last month or explain)						
7. Cases added during month (Sum of a through e, below)						
a. Applications approved						
b. Restorations						
c. Transfers from other counties						
d. Other transfers-in (Sum of (1) through (4), below)						
(1) Intraprogram status change from medically needy						
(2) Interprogram transfer from AFDC-RCA						
(3) Change in aid category from FG or U or FC segment						
(4) Change in aid category from Family, One-person, or UM seg.						
e. Other approvals						
8. Total cases opening during the month (Sum of 6 and 7 above; also a and b, below)						
a. Cases receiving cash grants						
(1) Persons in Item 8a cases						
(2) Time eligible persons in Item 8a cases						
b. Other cases						
9. Total terminated or changed in status during month (Sum of a & c below)						
a. 36-months (AFDC) & 18-months (RCA) time-expired cases						
b. 36-months (AFDC) & 18-months (RCA) time-expired persons						
c. Other cases terminated or changed in status						
10. Cases carried forward to next month (8 minus 9)						
REPORT PREPARED BY		TELEPHONE			DATE	

26-213.01 CONTENT

26-213.01

For the RRP, these reports provide monthly data on the movement of cases and the number of individuals who received a cash grant during the report month.

26-213.02 PURPOSE

26-213.02

The purpose of this data is: 1) to provide county, state and federal administrators with information needed for budgeting, staffing, program planning and for other administrative responsibilities; and, 2) to provide data for federal reports.

26-213.03 DISTRIBUTION

26-213.03

Data from these reports are compiled into monthly statewide summaries for use by departmental managers, the State Legislature, and other interested agencies and individuals.

26-213.04 DUE DATE

26-213.04

Reports are to be received in Sacramento on or before the 20th calendar day of the month following the report month. If the due date falls on a Saturday, Sunday, or holiday, the due date will be the following working day. Send the reports to:

Department of Social Services
Statistical Services Branch
744 P Street, Mail Station 12-81
Sacramento, CA 95814

If the report will be either delayed or incomplete in any way, please contact the Statistical Services Branch at (916) 322-2230 or ATSS 492-2230.

26-213.05 DEFINITIONS

26-213.05

Case: For the purpose of this report, a case is defined as a cash assistance case that contains at least one time-eligible refugee.

RCA-UM: Under this program segment, only unaccompanied minors are to be reported. **No** unaccompanied minors are to be reported in AFDC-FC.

26-213.10 INSTRUCTIONS

26-213.10

26-213.20 PART A APPLICATIONS FOR AID AND REQUESTS FOR RESTORATION

26-213.20

Part A summarizes intake activity during the report month with respect to application for aid and requests for restoration as defined in Manual Section 40-103.4.

1. **Pending from last month** - Enter the number of applications pending from previous month. If not the same figure as Item 5 of previous month, explain in footnote.

2. **Received during the month** - Enter the sum of 2a and 2b.

2a. **Applications** - For reporting purposes, a request for aid is considered an application when it has been received and recorded by the county, usually on intake form CA 1 (formerly WR 1), Application for Public Social Services. Exclude applications received from recipients whose aid is being transferred from another county, intraprogram status changes or interprogram transfers between AFDC and RCA. Applications made for aid to another county shall be reported by the county of applicant's residence, not by the county whose aid is requested. Enter all applications in the appropriate column.

2b. **Requests for Restoration** - An application for aid is considered a request for restoration when the applicant has been a recipient under the same program in the same county within the last 12 months. Include Four-Month Continuing Medi-Cal Eligibility cases requesting restoration to cash grant. Enter the number of requests for restoration in the appropriate column. Exclude requests for restoration received from recipients whose aid is being transferred from another county, intraprogram status changes or interprogram transfers between AFDC and RCA.

3. **Total during the month** - Enter sum of Items 1 and 2.

4. **Disposed of during the month** - Enter sum of 4a, 4b, and 4c.

4a. **Approved**

Cash Grant - Enter the number of applications and restoration requests approved for cash grant. Entry must equal Item 7a plus 7b.

4b. **Denied** - Enter number of applications and restoration requests denied.

4c. **Other Dispositions (Cancellations and Withdrawals)** - Enter the number of applications and restoration requests cancelled, withdrawn, or otherwise disposed of without approval.

5. **Applications proceeding at end of month** - Enter number of applications and requests for restoration pending at end of month. Entry will equal the difference between total applications and restoration requests during the month and number disposed of, Item 3 less Item 4.

26-213.30 Part B. CASELOAD

26-213.30

6. **Brought forward from last month** - Entry will equal Item 10 of previous month's report or be explained in a footnote. Changes in caseload resulting from actions authorized in prior months and not previously reported are shown as adjustments to Item 6 and are not to be reported in Item 7e.

7. **Added during month** - Enter sum of Items 7a through 7e.

NOTE - Report an action which falls within the definition of both a restoration and an intraprogram status change or interprogram transfers between AFDC and RCA in Item 7d and not in Item 7b. In addition, report intercounty transfers in Item 7c and not in Items 7a or 7b.

7a. **Applications approved** - Enter number of applications approved for cash grant.

7b. **Restorations** - Enter number of restoration requests approved. Report an action which falls within the definition of both a restoration and an intraprogram status change or interprogram transfers between AFDC and RCA in Item 7d and not in Item 7b.

7c. **Transfers from other counties** - Enter number of cases for which reporting county accepted responsibility for payment of aid during report month.

7d. **Other transfers** - in

1) Enter,

in column 1 the number of cases transferred to AFDC (FG) - by intraprogram status change from AFDC (MN - medically needy),

in column 2 the number of cases transferred to AFDC (U) - by intraprogram status change from AFDC (MN - medically needy),

in column 3 the number of cases transferred to AFDC (FC) - by intraprogram status change from AFDC (MN - medically needy).

2) Enter,

in column 1 the number of cases transferred to AFDC (FG) - from RCA, column 4, 5 and 6;

in column 2 the number of cases transferred to AFDC (U) - from RCA, columns 4, 5 and 6;

in column 3 the number of cases transferred to AFDC (FC) - from RCA, columns 4, 5 and 6;

in column 4 the number of cases transferred to RCA (Family) from AFDC, columns 1, 2 and 3;

in column 5 the number of RCA (one person) from AFDC columns 1, 2 and 3;

in column 6 the number of RCA (UM) from AFDC - columns 1, 2 and 3.

3) Enter,

in column 1 the number of cases transferred to AFDC (FG) - by change in aid category from the AFDC (U or FC) - segment;

in column 2 the number of cases transferred to AFDC (U) - by change in aid category from the AFDC (FG or FC) - segment;

in column 3 the number of cases transferred to AFDC (FC) - by change in aid category from the AFDC (FG or U) - segment.

4) Enter,

in column 4 the number of cases transferred to RCA (Family) by change in aid category from the RCA (one person or UM) segment;

in column 5 the number of cases transferred to RCA (one person) by change in aid category from the RCA (family or UM) segment;

in column 6 the number of cases transferred to RCA (UM) by change in aid category from the RCA (family or one person) segment.

7e. Other approvals - Enter number of cases approved for reasons other than 7a through 7d, including:

- 1) To approve aid on appeal cases;
- 2) To restore aid to cases erroneously denied or discontinued;
- 3) To restore CA 7 (formerly WR 7) discontinuances where completion of new application is not deemed necessary;
- 4) To add to the number of FBU's by splitting an existing FBU.

Changes in caseload resulting from actions authorized in prior months and not previously reported are not to be reported in Item 7e but are shown as adjustments to Item 6.

8. Total open during month - Enter number of cases active during the report month; that is, those cases where an official authorization for aid was in effect at some time during the month. Sum of Item 6 plus Item 7; also sum of 8a and 8b.

8a. Cases receiving cash grant - Enter in the appropriate columns the number of cases on the current month's payrolls. (This figure may also be determined arithmetically by subtracting a count of the number of cases not receiving aid from the total number of active cases. If this method is used, an actual count of cases receiving aid must be obtained from the payrolls at least once every six months to verify the figures being reported.)

- 1) **Persons in Item 8a cases -** Enter the number of persons receiving a cash grant during the current month only;
- 2) **Time-eligible persons in Item 8a cases -** Enter the number of time-eligible persons, only receiving a cash grant during the current month.

8b. Other cases - (Not receiving a cash grant) - Enter the number of cases not paid aid but which had in effect during the report month an authorization to receive aid. Include the following cases:

- 1) Cases approved for aid during the report month which will receive an initial warrant dated the following month;
- 2) Cases with an authorization to receive aid discontinued during the report month, and the warrant either cancelled or not written;
- 3) Cases in which the authorization for the report month was a zero grant to adjust for an overpayment.

9. **Total cases terminated or changed in status during month** - Enter sum of items 9a and 9c.
- a. **36-months or 18-months time-expired cases** - Enter the number of cases in columns 1, 2, and 3 in which aid to the entire case was terminated due to the 36-months time limitation. Enter the number of cases in columns 4, 5, and 6 in which aid to the entire case was terminated due to the 18-months time limitation.
 - b. **36-months or 18-months time-expired persons** - Enter the number of persons in columns 1, 2, and 3 whose aid was terminated due to the 36-months time limitation whether or not the entire case was discontinued. Enter the number of persons in columns 4, 5, and 6 whose aid was terminated due to the 18-months time limitation whether or not the case was discontinued.
 - c. **Terminated or changed in status during month** - For all programs, enter the number of cash grant cases terminated during the report month by action of the delegated agent of the board of supervisors and those cases whose status was changed by intraprogram transfer or interprogram transfers between AFDC and RCA. Terminations include cases in which aid was discontinued and those removed from the program or program segment for other reasons.
- A case is reported in Item 9c when it ceases to be an active case in a program, program segment, or component because of termination, intercounty transfer, intraprogram status change, or interprogram transfers between AFDC and RCA.
- Include cases discontinued from a given segment by reasons of transfer to another segment; for example AFDC to RCA or vice versa. Another example to be included would be a change in aid category; from FG, U or FC within AFDC or from family, one-person or UM within RCA. Include cases (FBU's) terminated by merger with other cases.
10. **Carried forward to next month** - Enter the number of cases carried forward to next month, Item 8 less Item 9.

Fill in the information requested at the top and bottom of the report form and show the figures required for each item. If there is nothing to report on item, enter "0", however, if there is nothing to report on any of the items in Part A or Part B, draw a line across the entire part - zero entries need not be made in this instance.

Send one copy to:

Department of Social Services
Statistical Services Branch
744 P Street, M.S. 12-81
Sacramento, CA 95814

CUBAN—HAITIAN ENTRANT PROGRAM CASH GRANT—CASELOAD MOVEMENT REPORT

		COUNTY					
		FOR MONTH ENDING	(MONTH	DAY	YEAR)		
PART A. APPLICATIONS FOR AID AND REQUESTS FOR RESTORATION		AFDC		ECA			
		FG/U (1)	FC (2)	(3)			
1. Pending from last month (Item 5 from last month or explain)							
2. Received during the month (Sum of a & b below)							
a. Applications							
b. Requests for restoration							
3. Total during the month (Sum of 1 & 2)							
4. Disposed of during the month (Sum of a, b, & c, below)							
a. Approved (Same as sum of 7a & 7b)							
b. Denied							
c. Other dispositions (Cancellations & withdrawals)							
5. Applications pending at end of the month (3 minus 4)							
PART B. CASELOAD		AFDC			ECA		
		FG (1)	U (2)	FC (3)	Family (4)	One-person (5)	UM (6)
6. Cases brought forward from last month (Item 10 last month or explain)							
7. Cases added during month (Sum of a through e, below)							
a. Applications approved							
b. Restorations							
c. Transfers from other counties							
d. Other transfers-in (Sum of (1) through (4), below)							
(1) Intraprogram status change from medically needy							
(2) Interprogram transfer from AFDC or ECA							
(3) Change in aid category from FG or U or FC segment							
(4) Change in aid category from Family, One-person, or UM seg.							
e. Other approvals							
8. Total cases opening during the month (Sum of 6 and 7 above; also a and b, below)							
a. Cases receiving cash grants							
(1) Persons in Item 8a cases							
(2) Time eligible persons in Item 8a cases							
b. Other cases							
9. Total terminated or changed in status during month							
10. Cases carried forward to next month (8 minus 9)							
REPORT PREPARED BY		TELEPHONE			DATE		

26-211 CASELOAD MOVEMENT REPORT FOR THE CUBAN-HAITIAN ENTRANT PROGRAM (CHEP) (Form CH 237) 26-211

26-211.01 CONTENT 26-211.01

For the CHEP, these reports provide monthly data on the movement of cases and the number of individuals who received a cash grant during the report month.

26-211.02 PURPOSE 26-211.02

The purpose of this data is: 1) to provide county, state and federal administrators with information needed for budgeting, staffing, program planning and for other administrative responsibilities; and, 2) to provide data for federal reports.

26-211.03 DISTRIBUTION 26-211.03

Data from these reports are compiled into monthly statewide summaries for use by departmental managers, the State Legislature, and other interested agencies and individuals.

26-211.04 DUE DATE 26-211.04

Reports are to be received in Sacramento on or before the 20th calendar day of the month following the report month. If the due date falls on a Saturday, Sunday, or Holiday, the due date will be the following working day. Send the reports to:

Department of Social Services
Statistical Services Branch
744 P Street, Mail Station 12-81
Sacramento, California 95814

If the report will be either delayed or incomplete in any way, please contact the Statistical Services Branch at (916) 322-2230 or ATSS 492-2230.

26-211.10 INSTRUCTIONS 26-211.10

26-211.20 PART A. APPLICATIONS FOR AID AND REQUESTS FOR RESTORATION 26-211.20

Part A summarizes intake activity during the report month with respect to applications for aid and requests for restoration as defined in Manual Section 40-103.4.

1. Pending from last month - Enter the number of applications pending from previous month. If not the same figure as Item 5 of previous month, explain in footnote.
2. Received during the month - Enter the sum of 2a and 2b.
 - 2a. **Applications** - For reporting purposes, a request for aid is considered an application when it has been received and recorded by the county, usually on intake Form CA 1 (formerly WR 1), Application for Public Social Services. Exclude applications received from recipients whose aid is being transferred from another county, intraprogram status changes or interprogram transfers between AFDC and ECA. Applications made for aid to another county shall be reported by the county of applicant's residence, not by the county whose aid is requested. Enter all applications in the appropriate column.
 - 2b. **Requests for Restoration** - An application for aid is considered a request for restoration when the applicant has been a recipient under the same program in the same county within the last 12 months. Include Four-Month Continuing Medi-Cal Eligibility cases requesting restoration to cash grant. Enter the number of requests for restoration in the appropriate column. Exclude requests for restorations received from recipients whose aid is being transferred from another county, intraprogram status changes or interprogram transfers between AFDC and ECA.
3. Total during the month - Enter sum of Items 1 and 2.

4. Disposed of during the month - Enter sum of 4a, 4b, and 4c.**4a. Approved**

Cash Grant - Enter the number of applications and restoration requests approved for cash grant. Entry must equal Item 7a plus 7b.

4b. Denied - Enter number of applications and restoration requests denied.**4c. Other Dispositions (Cancellations and Withdrawals)** - Enter the number of applications and restoration requests cancelled, withdrawn, or otherwise disposed of without approval.**5. Investigation proceeding at end of month** - Enter the number of applications and requests for restoration pending at end of month. Entry will equal the difference between total applications and restoration requests during the month and number disposed of, Item 3 less Item 4.

26-211.30 PART B. CASELOAD

26-211.30

6. Brought forward from last month - Entry will equal Item 10 of previous month's report or be explained in a footnote. Changes in caseload resulting from actions authorized in prior months and not previously reported are shown as adjustments to Item 6 and are not to be reported in Item 7e.**7. Added during month** - Enter sum of Items 7a through 7e.

NOTE: Report an action which falls within the definition of both a restoration and an intraprogram status change or interprogram transfer between AFDC and ECA-CHEP in Item 7d and not in Item 7b. In addition, report intercounty transfers in Item 7c and not in Items 7a or 7b.

7a. Applications approved - Enter number of applications approved for cash grant.**7b. Restorations** - Enter number of restoration requests approved. Report an action which falls within the definition of both a restoration and an intraprogram status change or interprogram transfers between AFDC and ECA-CHEP in Item 7d and not in Item 7b.**7c. Transfers from other counties** - Enter number of cases for which reporting county accepted responsibility for payment of aid during report month.**7d. Other transfers** - in

1) Enter,

in column 1 the number of cases transferred to AFDC (FG) - by intraprogram status change from AFDC (MN - medically needy) -;

in column 2 the number of cases transferred to AFDC (U) - by intraprogram status change from AFDC (MN - medically needy) -;

in column 3 the number of cases transferred to AFDC (FC) - by intraprogram status change from AFDC (MN - medically needy) -;

2) Enter,

in column 1 the number of cases transferred to AFDC (FG) - from ECA, columns 4, 5, and 6;

in column 2 the number of cases transferred to AFDC (U) - from ECA, columns 4, 5, and 6;

in column 3 the number of cases transferred to AFDC (FC) - from ECA, columns 4, 5, and 6;

in column 4 the number of cases transferred to ECA (Family) from AFDC, columns 1, 2, and 3;

in column 5 the number of ECA (one person) from AFDC columns 1, 2, and 3;

in column 6 the number of ECA (UM) from AFDC - columns 1, 2, and 3;

3) Enter,

in column 1 the number of cases transferred to AFDC (FG) - by change in aid category from the AFDC (U or FC) segment;

in column 2 the number of cases transferred to AFDC (U) - by change in aid category from the AFDC (FG or FC) - segment;

in column 3 the number of cases transferred to AFDC (FC) - by change in aid category from the AFDC (FG or U) segment;

4) Enter,

in column 4 the number of cases transferred to ECA (Family) by change in aid category from the ECA-CHEP (one person or UM) segment;

in column 5 the number of cases transferred to ECA (one person) by change in aid category from the ECA (Family or UM) segment;

in column 6 the number of cases transferred to ECA (UM) by change in aid category from the ECA (family or one person) segment;

7e. Other approvals - Enter number of cases approved for reasons other than 7a through 7d, including:

- 1) To approve aid on appeal cases.
- 2) To restore aid to cases erroneously denied or discontinued.
- 3) To restore CA 7 (formerly WR 1) discontinuances where completion of new application is not deemed necessary.
- 4) To aid to the number of FBU's by splitting an existing FBU.

Changes in caseload resulting from actions authorized in prior months and not previously reported are not to be reported in Item 7e but are shown as adjustments to Item 6.

8. **Total open during month** - Enter number of cases active during the report month; that is, those cases where an official authorization for aid was in effect at some time during the month. Sum of Item 6 plus Item 7; also sum of 8a and 8b.

8a. **Cases receiving cash grant** - Enter in the appropriate columns the number of cases on the current month's payrolls. (This figure may also be determined arithmetically by subtracting a count of the number of cases not receiving aid from the total number of active cases. If this method is used, an actual count of cases receiving aid must be obtained from the payrolls at least once every six months to verify the figures being reported.)

- 1) **Persons in Item 8a cases** - Enter the number of persons receiving a cash grant during the current month only.
- 2) **Time-Eligible Persons in Item 8a cases** - Enter the number of time-eligible persons only, receiving a cash grant during the current month.

8b. **Other cases** - (Not receiving a cash grant) - Enter the number of cases not paid aid but which had in effect during the report month an authorization to receive aid. Include the following cases:

- 1) Cases approved for aid during the report month which will receive an initial warrant dated the following month.
- 2) Cases with an authorization to receive aid discontinued during the report month, and the warrant either cancelled or not written.
- 3) Cases in which the authorization for the report month was a zero grant to adjust for an overpayment.

9. **Total cases terminated or changed in status during month** - For all programs, enter the total number of cash grant cases terminated during the report month by action of the delegated agent of the board of supervisors and those cases whose status was changed by intraprogram transfer or interprogram transfers between AFDC-CHEP and ECA-CHEP. Terminations include cases in which aid was discontinued and those removed from the program or program segment for other reasons.

A case is reported in Item 9 when it ceases to be an active case in a program, program segment, or component because of termination, intercounty transfer, intraprogram status change, or interprogram transfers between AFDC CHEP and ECA-CHEP; that is any move out of any column on this report.

Include cases discontinued from a given segment by reasons of transfer to another segment; for example AFDC-CHEP to ECA-CHEP or vice versa. Another example to be included would be a change in aid category; from FG and U or FC within AFDC-CHEP or from family, one-person or UM within ECA-CHEP. Include cases (FBU's) terminated by merger with other cases.

10. **Carried forward to next month** - Enter the number of cases carried forward to next month, Item 8 less Item 9.

* Fill in the information requested at the top and bottom of the report form and show the figures required for each item. If there is nothing to report on item, enter "0", however, if there is nothing to report on any of the items in PART A or PART B, draw a line across the entire Part - zero entries need not be made in this instance.